



HERITAGE CONFERENCE CENTER
at
POCAHONTAS STATE PARK

APPLICATION CONTRACT FOR RESERVATION

Name of Organization: _____

Contact Person: _____

Address: _____

Phone: _____

Desired Date of Reservation: _____

Arrival Time: _____ Departure Time: _____

Number of People: _____

Facilities/Rooms Requested: _____ Entire Complex _____ Warming Kitchen
_____ Large Room
_____ Small Room _____ Daily Rate
_____ Board Room _____ Hourly Rate

Other Requirements and/or Requests: _____

The undersigned hereby agree to accept this application if approved, subject to the terms and conditions as expressed or implied herein and on the attached Guidelines for Use Sheet.

Signature: _____ Date: _____

Reservation Fee:	\$ _____	Date Paid:	_____
50% Deposit Paid:	\$ _____	Date Paid:	_____
Balance Due:	\$ _____	Date Paid:	_____
Damage Deposit:	\$ _____	Date Paid:	_____
(Refundable)			

- A \$100 refundable damage deposit check made out to the Treasurer of Virginia required prior to occupancy.
- All reservations require 50% down at time of reservation. (Non refundable within 14 days of the event.

- A \$50 cleaning fee will be retained from the damage deposit if facilities are not left in reasonably good order.
- Daily fees are from 8:00 am. to 10:00 pm.

Mail reservations to: Pocahontas State Park
10301 State Park Road
Chesterfield, Virginia 23838

Reservation Confirmed by: _____ Date: _____

THE HERITAGE CENTER
AT
POCAHONTAS STATE PARK

	<u>Private/Corp.</u>	<u>Gov't/Educational</u>
Exclusive (entire complex) Package: (Includes tables, chairs, deck area, and warming kitchen)	\$350/day \$200/4 hrs \$40 each add'l hour	\$210/day \$120/4 hrs \$30 each add'l hour
Large Room (Includes tables and chairs)	\$225/day \$125/4 hrs \$25 each add'l hour	\$135/day \$75/4 hrs \$15 each add'l hour
Small Room (Includes tables and chairs)	\$150/day \$75/4 hrs \$20 each add'l hour	\$80/day \$40/4hrs \$15 each add'l hour
Board Room	\$100/day \$50/4 hrs \$20 each add'l hour	\$55/day \$30/4hrs \$15 each add'l hour

Banquet permits and a special use permit from the Park Manager must be obtained by any group wishing to serve alcoholic beverages. No parking fees will be charged to any participants of events held in the Heritage Center, so long as the event's sponsor provides participants with identification.

- A \$100 refundable damage deposit check made out to the Treasurer of Virginia required prior to occupancy.
- All reservations require 50% down at time of reservation. (Non refundable within 14 days of event).
- A \$50 cleaning fee will be retained from the damage deposit if facilities are not left in reasonably good order.
- Daily fees are from 8:00 am to 10:00 pm